

# **OFFICIAL INFORMATION**

## **39<sup>th</sup> Annual FBLA State leadership Conference**

**March 26 - 28, 2006**

**Alerus Center  
Grand Forks, ND**

**All forms in forms section**





## 2006 NORTH DAKOTA STATE LEADERSHIP CONFERENCE

The highlight of the year in North Dakota FBLA is the State Leadership Conference, which will be held in Grand Forks on March 26 – 28, 2006. This exciting, fun-filled, three-day leadership conference provides students with many opportunities for leadership development and an opportunity to participate in various competitive events. Winners in the competitive events are eligible to enter the National Leadership Conference in Nashville, TN, June 29 – July 2, 2006.

**This section of the handbook contains all the information and forms necessary to register students for the State Leadership Conference. Please read this section very carefully. Please notify the state office immediately if you spot a problem or conflict. Others will have the same concern.**

### COMPETITIVE EVENT INFORMATION:

**Members are allowed to compete in two (2) individual or team events.** An exception will be made for members who are part of the presentation team in chapter events. Keep in mind, however, that members are absolutely not allowed to compete in more than one (1) of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Emerging Business Issues, Network Design, or Business Ethics.

Future Business Leader and Job Interview materials **are to be mailed ahead of time** to the designated place by the specified postmark date.

Participants failing to report on time for an event may be disqualified. Participants must adhere to the dress code established by the Board of Directors, or they will not be allowed to participate in an event.

Remember that students entering Business Math, Introduction to Business, Introduction to Business Communication, Computer Concepts, FBLA Principles and Procedures, Introduction to Parliamentary Procedure, Public Speaking I, Spelling and Proofreading Skills, and Word Processing I must be in grades 9–10 only.

The following events are considered to be linked in a series. Once a member has competed at the State Conference in the second, or advanced, event in the series, he/she may not subsequently compete in the first, or introductory event. Event series impacted by this regulation include:

- Accounting I and Accounting II
- Business Math and Business Calculations
- Introduction to Business Communication and Business Communication
- Introduction to Parliamentary Procedure and Parliamentary Procedure
- Public Speaking I and Public Speaking II
- Word Processing I and Word Processing II

Calculators may be used in all written events as appropriate; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed in any event.

**Students are to bring their own No. 2 pencils with an eraser to the written tests.**

**Individual Events (written tests only).** Tests will be machine graded. Ties will be broken by comparing the performance of affected members on the last ten questions of the exam.

The Website Development and Multimedia Presentation entry forms are to be mailed to the designated place by the specified postmark date.

The individual and/or team are responsible for providing their own equipment for appropriate chapter events.

## **SCHOOL-SITE TESTING:**

The written test portion of the Word Processing I, Word Processing II, Computer Applications, Desktop Publishing, Parliamentary Procedure, Entrepreneurship, Network Design, and Future Business Leader events will be administered in the home school and returned prior to the conference. One hour, including explanation time, will be allowed for the written test portion of these events. These tests are to be administered by someone at your school site other than the adviser. The designated school-site test administrator will be sent the tests. Advisers may help with equipment set-up for the skills portion of any tests, but may not be present in the testing room; and advisers are not to see any of the tests. All tests must be completed in one sitting. For example, a two-hour test cannot be started from 8 to 9 a.m. and then finished from 2 to 3 p.m.

The Entrepreneurship, Desktop Publishing, and Network Design written tests given in the home school are done **cooperatively** by all team members with only **one answer sheet per team**.

**Computer Applications** skills portion will be administered in the home school. Participants should be prepared to complete problems in word processing, database, spreadsheets, graphics, and presentations. Two hours will be allowed for the skills portion. **Desktop Publishing** skills portion will be administered in the home school. The team, consisting of two members, will work cooperatively to complete the problem. Two hours will be allowed for the skills portion. **Word Processing I** and **Word Processing II** skills portion will be administered in the home school. One hour will be allowed for the skills portion.

The tests given in the home schools are to be mailed by the school-site test administrator to the designated place by the specified postmark date. *This procedure is for North Dakota only.*

## **STATE OFFICER CANDIDATES:**

Your chapter may have **two** state officer candidates (including the regional vice president). However, you may have any number of students apply for the state parliamentarian position. Any student wishing to be considered for state parliamentarian must be a junior (or lower grade) in high school, complete an application, and take the Introduction to Parliamentary Procedure written test. The chapter does not have to enter a Parliamentary Procedure team. The student scoring the highest, who has completed an application form and who has gone through the interview process, will be selected as state parliamentarian. All necessary information and forms needed to apply can be found in the State Officer Candidate Guide, which is part of this publication.

## **NATIONAL OFFICER CANDIDATES:**

Any member wishing to be considered as a national FBLA officer candidate must submit the application materials required and campaign at the SLC to receive support from the North Dakota state chapter. Guidelines and forms can be found in the State Officer Candidate Guide, which is part of this publication.

## **MEMBERSHIP:**

Be certain all students attending the FBLA State Leadership Conference have joined both the state and national FBLA chapters. Dues--\$10 (\$4 state and \$6 national) must be paid to the national membership address by **January 30** in order for the student to attend. Membership will be checked with registration. Name tags will be checked at all events.

**FBLA CALENDAR FOR 2006 STATE LEADERSHIP CONFERENCE**  
**"Unlock Your Potential!"**

State Office Address (Bismarck)	State and Nat'l Dues Address—(\$10)	SLC Registration Fee Address—(\$40)	Rugby Address (for scrapbooks)	Grand Forks Address
Kelly Scholl, FBLA Director Dept. of Career & Tech. Educ. 600 East Boulevard, Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 Fax: 701-328-1255 <a href="mailto:kscholl@state.nd.us">kscholl@state.nd.us</a>	<a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a>  <b>ONE CHECK</b> is sent to the National Office.	Joel Janke FBLA Fiscal Agent P.O. Box 6022 Bismarck, ND 58506-6022 Phone: 701-224-8390 <a href="mailto:jcjanke@gcentral.com">jcjanke@gcentral.com</a>	Chuck Repnow 425 Third Ave. SW Rugby, ND 58368	Kristy Sandbeck Grand Forks Central High School 115 N. 4 <sup>th</sup> St. Grand Forks, ND 58203 <a href="mailto:kristy.sandbeck@gfschools.org">kristy.sandbeck@gfschools.org</a>

**All due dates are postmark dates (unless otherwise indicated).**

- Dec. 1, 2005** Postmark deadline for submitting North Dakota FBLA Bylaw Amendments (**sent to Bismarck**)
- Jan. 30, 2006** ☐ Last day to pay state and national dues. **Dues of \$10 must be postmarked directly to national office in order to participate in State Leadership Conference.**  
Postmark deadline for (**sent to Bismarck**):  
☐ Businessperson of Year and Honorary Membership nominations  
☐ State officer candidate applications  
☐ State parliamentary applications  
☐ National officer candidate applications  
☐ Who's Who in FBLA forms  
☐ Adviser Length of Service Award forms
- February 6** Postmark deadline for:  
☐ North Dakota Go for Gold/Silver (**sent to Bismarck**)  
☐ Membership Achievement and Market Share Award forms (**sent to Bismarck**)  
☐ Membership Madness/Mania and Adopt-A-Chapter forms (**sent to Bismarck**)  
☐ Pre-conference home school test orders (**sent to Bismarck**)  
☐ Special Needs Assistance Request form (**sent to Bismarck**)  
☐ Hotel reservations; **mail directly to hotel**  
☐ Chapter Hotel form (**sent to Bismarck**)  
☐ American Enterprise Project, Community Service Project, Partnership with Business Project, and Business Plan written reports (**sent to Grand Forks**)
- February 24** Postmark deadline for:  
☐ Business Financial Planning Project (**3 copies sent to Dorothy Lick in Bismarck**)  
☐ All other written projects and digital scrapbooks (**sent to Grand Forks**)  
☐ Scrapbooks (traditional, paper scrapbooks) (**sent to Chuck Repnow, in Rugby**)  
☐ Job Interview and Future Business Leader materials (**sent to Bismarck**)  
☐ Web Site Development and Multimedia Presentation forms/materials (**sent to Grand Forks**)  
☐ Registration fee for State Leadership Conference (**sent to fiscal agent**)  
☐ Competitive event registration (**sent to Bismarck**)
- March 1** Postmark deadline for:  
☐ Business Achievement Awards Program verification forms—**Forms must be sent to national office, and a copy of the cover sheet must be sent to state office in order to receive recognition at State Conf. (sent to Bismarck)**  
☐ Completed FBLA pre-conference tests (**sent to Bismarck**)
- March 26-28** **State Leadership Conference, Alerus Center, Grand Forks**  
*Bring along Code of Conduct forms (must be turned in at registration) and Medical Liability/Parent Permission slips (to be kept with adviser)*
- April 11** Deadline to notify Travel World of Crosby of intent to compete at National Leadership Conference
- June 28-29** Institute for Leaders, Nashville, TN
- June 29-July 2** National Leadership Conference, Nashville, TN

Travel World of Crosby address:  
Steve & Ardis Joraanstad  
Travel World of Crosby  
PO Box 124  
Crosby, ND 58730-0124  
1-800-965-6232  
travlwld@nccray.com

## **REGISTRATION PROCEDURES**

1. *All students attending must be in grades 7-12 and must have paid North Dakota FBLA dues of \$4 and national FBLA dues of \$6 by the established deadline.*
2. *Each member participating must be registered in his/her own name for the conference.*
3. *"Registration" means all forms completed and **monies paid**. If registration fees are not paid by the start of the conference, members will not be allowed to compete.*

### **Advance Registration Policies/Deadline**

1. *Only students registered to compete by the established date may participate. Late registration for competition will not be accepted. Only cancellations or substitutions will be accepted at the conference.*
2. *Fees will be refunded in full if requested in writing or phone **2 weeks** prior to the conference.*
3. *On-site registration fees will only be accepted with a \$10 surcharge. **If a chapter does not send their registration fee prior to the conference, it will cost \$10 more per registrant.***
4. *In case of inclement weather, the SLC may be postponed or modified as determined by the North Dakota FBLA Executive Committee. It is imperative that we have the home phone of two different people from each FBLA chapter to contact if this occurs. **Partial refunds only**, may possibly be given if the SLC is cancelled completely. The exact amount of the refund will be determined and refunded to each chapter within a month of the conference. Several large expenses such as multi-media, speakers, auditorium rental, etc., are non-refundable. In most instances, the SLC will be held for those who can attend.*

## PROCEDURAL GUIDELINES FOR ADVISERS IN ADMINSTRATING CONDUCT OF FBLA MEMBERS ATTENDING STATE LEADERSHIP CONFERENCES

Conduct of students attending FBLA state leadership conferences or workshops is primarily the responsibility of the **local** chapter adviser and the **local** school. Local chapters should bring sufficient chaperons. It is suggested that one chaperon supervise no more than ten students. Each chaperon should set up specific procedures and regulations for their own chapter members to follow so that members' whereabouts are always known.

It is suggested that each chapter arrange to hold meetings or caucuses at various times to decide what candidates they are going to vote for or where they are going to eat breakfast, lunch, etc. This will also give you an opportunity to physically see each student.

It is **required** that local chapter advisers physically check on **each** student before retiring. This is the only way to be certain of the physical condition of each student. Don't just phone the room and have one student tell you all students registered for this room are in the room and are in good condition. Students may possibly be under the influence of alcohol or drugs or have left the motel or are in some other person's room.

The official Code of Conduct form must be signed by each member and their parent/guardian in order to attend the state conference, even if the member is 18 years old. **One signed copy must be turned in at registration**, and the adviser should also keep a copy.

### **Students must adhere to the North Dakota Dress Code.**

It is required that each member and their parent/guardian sign and return to the local chapter adviser a medical liability release and parental permission slip. This must be done before any student is registered for the conference. This includes students attending from the city where the conference is held. **Do not send the medical form to the state office**, but bring it with you to the conference.

## FORMS IN FORMS SECTION

# Tentative Agenda 39th ANNUAL FBLA STATE LEADERSHIP CONFERENCE SCHEDULE

***“Unlock Your Potential”***

**Alerus Center, Grand Forks**

## **SUNDAY, MARCH 26, 2006**

<b>1:00-5:00</b>	<b>FBLA State Officers' Meeting and Rehearsal</b>
<b>4:00-6:30</b>	<b>Registration</b>
<b>6:00-8:00</b>	<b>American Enterprise Project, Community Service Project, Business Plan, and Partnership with Business Project Presentations</b>
<b>6:30-7:00</b>	<b>Event Resolution</b>
<b>7:15-7:45</b>	<b>Regional Parade of Chapters Rehearsal</b>
<b>8:00-9:30</b>	<b>Opening General Session</b>
<b>10:00-11:30</b>	<b>Entertainment</b>
<b>12:30 a.m.</b>	<b>Curfew (In your own room)</b>

## **MONDAY, MARCH 27, 2006**

<b>7:45-8:15</b>	<b>Officer Candidate Interviews</b>
<b>7:45-8:15</b>	<b>Judges/Event Coordinators Breakfast Meeting</b>
<b>7:30-2:30</b>	<b>Written Test Sessions</b>
<b>8:00-3:00</b>	<b>Tours (Participants must be pre-registered)</b>
<b>8:30-11:30</b>	<b>Preliminary Performance Events</b>
<b>9:30-4:30</b>	<b>Workshops</b>

<b>11:30-1:00</b>	<b>CAMPAIGN LUNCHEON</b> <i>(2006-2007 North Dakota FBLA State Officer Candidates will present their campaign speeches to advisers, guests, chapter voting delegates and chapter presidents only!)</i>
<b>12:30</b>	<b>Posting of Preliminary Results for Final Competition</b>
<b>1:00-1:30</b>	<b>Judges and Event Coordinators Meeting</b>
<b>1:00-4:45</b>	<b>Visit Exhibitors</b>
<b>1:45 4:00</b>	<b>Final Round of Performance Events</b>
<b>2:00-3:00</b>	<b>Set Up Campaign Booths</b>
<b>3:30-4:30</b>	<b>Acalympics</b>
<b>3:30-4:45</b>	<b>Visit Campaign Booths</b>
<b>5:30-9:30</b>	<b>Chapter Fellowship Activities</b>
<b>9:30-11:45</b>	<b>Reception for Advisers, Chaperons, and Guests</b>
<b>9:30-10:15</b>	<b>2006-2007 State Officer Election</b>
<b>9:30-11:30</b>	<b>Dance</b>
<b>12:30</b>	<b>Curfew (in your own room)</b>

## **TUESDAY, MARCH 28, 2006**

<b>7:30-9:00</b>	<b>Advisers, Chaperones, Bus Drivers Breakfast</b>
<b>9:00-11:30</b>	<b>Awards of Excellence Program</b>
<b>11:30-12:30</b>	<b>Luncheon Meeting of Retiring and New FBLA State Officers and Their Advisers</b>



# North Dakota FBLA Awards Program

## Mission Statement

The mission of the National Awards Program and the North Dakota Awards Program is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools. To help meet that charge, this competitive events series has been developed for use in assessing students in the various knowledge, skills, and abilities that make up today's business education curriculum.

## Program Design and Purposes

The competitive events series exemplifies the range of activities and focus of FBLA-PBL, Inc. These events are based on projects developed from the goals of FBLA-PBL and the curricula of business education programs.

FBLA-PBL is committed to facilitating the transition of its members from their educational development into their career path. The competitive events program plays a central role in delivering on this commitment. The program allows members to demonstrate and validate their mastery of essential business concepts, skills, and knowledge. In addition, members participating in this program will:

- demonstrate their career competencies, business knowledge, and job-related skills;
- expand their leadership skills;
- demonstrate their competitive spirit; and
- receive recognition for their achievements.

The FBLA-PBL competitive events program is designed to correlate with nationally recognized business curriculum standards. For instance, members participating in competitive events demonstrate their mastery of the Foundation Skills and Competencies outlined by the SCANS Workplace Skills Standards. These include Foundation Skills of basic skills, thinking skills, and personal qualities. They also include the Competencies of resources, interpersonal skills, information skills, systems skills, and technology utilization skills.

Finally, the FBLA-PBL competitive events have been fully correlated against the Business Education Curriculum Standards published by the National Business Education Association. Each event's guideline pages indicate the specific NBEA standards(s) that the event addresses.

## General Information

North Dakota FBLA events are divided into three categories: individual, team, and chapter events.

- A member may participate in any number of chapter events.
- A member may compete in one or two events, which can be either team or individual. A member taking the Parliamentary Procedure test only for consideration as state parliamentarian is not classified as an official participant entering an event and may compete in other events.
- A member may enter only one of the following events: Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Parliamentary Procedure, Public Speaking I, Public Speaking II, Network Design, Emerging Business Issues, and Business Ethics.

Several points deserve specific mention when preparing for event participation.

- Many textbook sources are utilized in the preparation of test questions for the various competitive events. Participants are urged to prepare by reviewing as many texts as possible. Terminology may vary from one publisher to another, and test questions may be from several sources.
- Reference manuals, textbooks, and other source materials, except for those listed in the guidelines, may not be taken into events.
- **Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.**

Event guidelines refer to postmark dates. This is the official date stamp placed by the U.S. Post Office and not a postage meter date.

Members whose dues are not postmarked to the FBLA national office by the designated deadline are not eligible to participate in state competitive events. Membership in FBLA is unified on local, state, and national levels and is not available separately.

# 2005-2006 North Dakota FBLA Competitive Events

## Chapter Events

American Enterprise Project  
Chapter Activities Scrapbook #  
Chapter Activities Scrapbook-Digital #  
Community Service Project  
Local Chapter Annual Business Report  
Partnership with Business Project  
Project Awareness #

Visual Basic Programming  
Word Processing I \*  
Word Processing II

*\*For members in grades 9-10 only.  
# North Dakota Events only.*

## Team Events

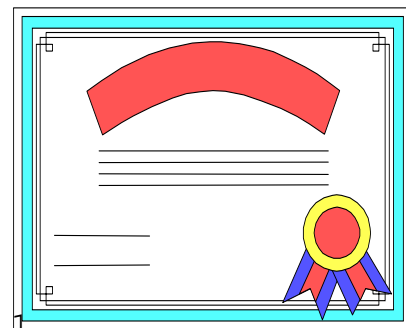
Business Ethics  
Business Financial Planning #  
Business Plan  
Desktop Publishing  
Emerging Business Issues  
Entrepreneurship  
FBLA Acalympics #  
Multimedia Presentation  
Network Design  
Parliamentary Procedure  
SMG Worldwide #  
Virtual Business Challenge  
Web Site Development

## Recognition Awards

Adopt-a-Chapter  
Adviser of the Year  
Adviser Length of Service Award  
Business Achievement Awards  
Businessperson of the Year  
Dorothy L. Travis Outstanding Chapter Award  
Go for North Dakota Gold  
Honorary Membership in North Dakota FBLA  
Largest Local Chapter Membership  
Largest Percentage of Increase in Local  
Chapter Membership  
Local Chapter Who's Who  
Market Share Award  
Membership Achievement Award  
Membership Madness/Mania  
North Dakota Who's Who  
State Officer Who's Who

## Individual Events

Accounting I  
Accounting II  
Banking and Financial Systems  
Business Calculations  
Business Communication  
Business Law  
Business Math\*  
Business Procedures  
C++ Programming  
Computer Applications  
Computer Concepts\*  
Economics  
FBLA Principles and Procedures\*  
Future Business Leader  
Impromptu Speaking  
International Business  
Introduction to Business\*  
Introduction to Business Communication\*  
Introduction to Parliamentary Procedures\*  
Java Programming  
Job Interview  
Marketing  
Networking Concepts  
Public Speaking I\*  
Public Speaking II  
Spelling and Proofreading Skills\*#  
Technology Concepts



**List of Hotels and Rates  
2006 State Leadership Conference  
Grand Forks, North Dakota**

Flat rates (excluding tax) per room, per night are as follows:

NAME	ADDRESS	PHONE/FAX	RATE
AmericInn (Mike Smith)	1820 Columbia Rd.	800-634-3444 701-780-9925	\$55 Single/Double +\$10.00 per person
Best Western Townhouse (Tom Bures)	710 1 <sup>st</sup> Ave. North	800-867-9797 701-746-5411	\$59.90
C'Mon Inn (Mike Brown)	3051 32 <sup>nd</sup> Ave. South	800-255-2323 701-775-3320	\$66.00
East Grand Inn (Mary Ann Hoff)	Hwy. 2 E 606 Gateway Dr.	888-904-8840 218-773-9822	\$59.98
Econo Lodge (Bhushan Vora)	900 43 <sup>rd</sup> St. North	800-553-2666 701-746-6666	\$59.99
Holiday Inn (Debi Steding)	1210 N. 43 <sup>rd</sup> St. Jct. I-94 & U.S. Hwy 2	800-465-4329 701-772-7131	\$65.00
Holiday Inn Express (Jason Westby)	4051 32 <sup>nd</sup> Ave. South	866-453-9466 701-772-7700	\$55.00
Lakeview Inn & Suites (Annette Aird)	3350 32 <sup>nd</sup> Ave. South	877-355-3500 701-775-5000	\$60.00 King/Double \$70.00 Suites
Ramada Inn (Tom Kovar)	Jct. I-94 & Hwy. 2	800-570-3951 701-775-3951	\$54.00
Roadking Inn (Mark Dragich)	3300 30 <sup>th</sup> Ave. South	800-707-1391 701-746-1391	\$65.00
Settle Inn (Kristi Smith)	1211 N. 47 <sup>th</sup> St.	800-571-1115 701-775-9901	\$49.90
Super 8 Motel (Smiley Thakker)	1122 43 <sup>rd</sup> St. North	800-800-8000 701-775-8138	\$39.99 \$49.99
Travelodge (Becky Vakoc)	2100 Washington St. South	800-578-7878 701-772-8151	

**PLEASE NOTE: HOTEL RULES AND CURFEW TIMES TAKE  
PRECEDENCE OVER TIMES PUBLISHED IN  
FBLA PROGRAM.**